

Policy: 1301 Effective: 11/30/05 Procedure: 1301.06 Replaces: 1006 Chapter: Communication Dated: 06/01/99

Rule: Public Information Officer and

Media Authorization

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Public Information Officer (PIO) serves as the public information contact person for the Department and works with the news media to facilitate external communications. On behalf of the Director, only the PIO and the Chief of Legislative Policy and Community Affairs (CLPCA) are the official spokespersons of ADJC.

Rules:

1. EMPLOYEES, INTERNS, AND VOLUNTEERS OF ADJC shall refer all media inquiries to the PIO.

2. The **PIO** shall:

- a. Respond to all media (print, broadcast, and radio) inquiries;
- b. Arrange media interviews for designated staff and/or committed juveniles;
- c. When appropriate, ensure all Juvenile Media Authorizations Forms 1301.06A are completed and signed prior to any media interview;
- d. Coordinate facility tours for media outlets in accordance with Procedure 1301.05 Public Access to Secure Facilities/Facility Tours;
- e. Write and distribute press releases;
- f. Utilize the Department of Public Safety (DPS) Media Alert System for critical announcements, as determined by the Director;
- g. Initiate contact with the media in an effort to proactively educate the public on the affairs of the Department;
- h. In conjunction with the ADJC Legal Services Division, respond to all public information requests from media sources, pursuant to Juvenile Master Files Requests for Information Procedure 1120.03; State Rule, A.R.S. §39-121, et seq., and other applicable state, federal, and case law.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: